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STANDARD FORM NO. 64

Approved For Release 2001/05/10 : CIA-RDP78-03991A000100050025-8

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics
FROM : Acting Chief, Procurement Division
SUBJECT: Weekly Activity Report

DATE: 14 May 1953

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1. General:

a. Shopping List (continued item): "No change" has occurred since the report of review of the list made by this Division on 9 April 1953.

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e. Pemmican Rations (new item): A problem has arisen relative to the price of the rations now being supplied by the Contractor. The contract price of \$1.9411 is now being questioned by the supplier as incorrect, notwithstanding the fact that the price was clearly stated in the contract. The Contractor desires to make a personal appeal to an interested board, upon completion of the contract, and claim a figure of \$2.23 per ration although no legal basis therefor exists. This would involve a total extra of \$3,235.00.

2. Projects:

a. Procurement Regulations (continued item): Work on the drafting of these Regulations continued during the past week.

3. Other Items of Interest:

a. Trailers for Office of Communications (new Item): Inquiries received to date, from prospective bidders concerning clarification of certain technical features of the specifications for trailers, indicate that three bids may be received on this proposed procurement. The closing date for submission of bids has been extended from 15 May to 19 May by reason of technical changes in the specification.

b. Radio Equipment Sets, RS-6A (new item): This Division is in receipt of a requisition from Commo for procurement of 2500 RS-6A

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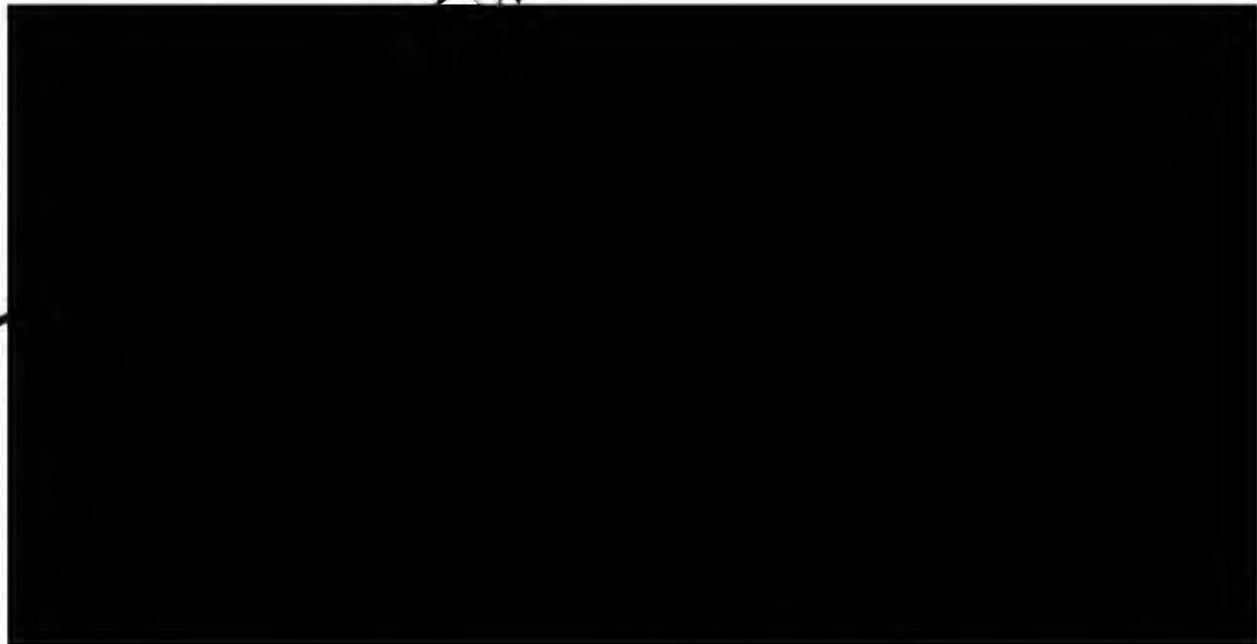
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sets at an estimated cost of [REDACTED] Final negotiations ^{25X1A1a} with [REDACTED], leading to the award of a new contract for these items will be conducted during the coming week.

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d. Procurement of Passenger Vehicles (new item): This Division has consummated a very advantageous "trade" in passenger vehicles. We obtained seven 1951 model vehicles and disposed by sale of seven old vehicles ranging from a 1945 jeep to 1948 Fords. In addition to obtaining newer vehicles, the old vehicles brought in \$113.65 more than the newer vehicles cost the Agency.

e. Status of Requisitions

(1) The schedule of each Contract Negotiator and the Contract and Purchase Order Branch summaries are attached.

(2) Status of requisitions for this Division:

	Special Purchase	Military Purchase	Contract Branch	Pur. Order Branch	Total
Brought Fwd.	9	29	116	237	391
Received	25	23	40	173	261
Completed	29	28	7	148	212
Pending	5	24	149	262	440

4. Special Problems:

a. Vacancies in T/O (continued item): The increased workload for the end of the fiscal year intensifies the problem of the continued vacancies in five Clerk-Steno positions.

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c. Contract Branch Workload (continued item): The volume of workload has increased substantially. More requisitions were received this week than in any other week this fiscal year; this despite the fact that the deadline of 1 May 1953, as established by CIA Notice [REDACTED] is past.

5. Major Objectives:

a. Special Stock Account No. 2 (continued item): The audit of personnel of Auditor-in-Chief continues. *(S) BY*

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b. Promulgation of Procurement Procedures at Depots (continued item): The Acting Chief, in company with other personnel from LO, visited the Regional Director, Region 2, GSA and obtained his written concurrence to the Procurement Procedures.

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[REDACTED]

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